

TEACHER/PARENT CONFERENCE LOG

**Grades 5-8 Classroom Teachers & Teachers of Special Subjects (Fall Period Only) and
K-4 Teachers of Special Subjects (Fall & Spring Periods)**

- Please Type or Print Clearly; Do Not Reformat Worksheet -

List all conferences held during non-instructional time.

For payment, your School Secretary must submit a special VOUCHER FORM – with your signed and dated Conference Log(s) stapled behind it – to the PAYROLL DEPARTMENT. All documents must be approved by your Principal or Vice Principal.

TEACHER (Last Name, First Name):

SCHOOL:

Student's Name	Parent/Guardian	Date	Start Time	End Time	Check ONLY if Conference was Held
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

TOTAL Number of Reimbursable Conferences Held:

This is to certify that I have conducted the 20-minute teacher/parent conferences listed above in accordance with prescribed procedure and hereby request payment of \$11.00 for each conference, as per the EAP Agreement effective July 1, 2016.
 Note that compensation for conferences shall not exceed \$265.00 per teacher during the period(s) designated for that purpose.

Signed: _____
Teacher's Signature *Date*

Approved: _____
Principal's Signature *Date*